



## Harbor-UCLA Medical Center

Job Opportunity

### **Nurse Manager**

### **Pediatric & Neonatal Intensive Care Unit (PICU/NICU) Level II Newborn Nursery**

The nurse manager has a 24-hour responsibility for the organization, management and supervision of nursing staff and nursing care in the Pediatric Intensive Care Unit, Neonatal Intensive Care Unit, and Level II Newborn Nursery.

Under general direction, administers an assigned nursing program or organizational unit with responsibility for planning, selecting, and/or devising the methods and procedures to be used and for directing nursing supervisors and/or other personnel in the accomplishment of designated goals.

#### **PRIMARY JOB DUTIES:**

- Participates in the development of goals and objectives for the PICU that is compatible with and complimentary to the philosophy of the Hospital and the Nursing Department.
- Participates in establishing, implementing and maintaining standards that ensure safe and therapeutically effective nursing care of the PICU patients.
- Develops unit staffing patterns based on patient acuity that provide appropriate number and category of personnel to give safe, therapeutic, efficient and effective nursing care.
- Promotes patient and family advocacy.
- Collaborates with other departments and provides for coordination of health care services.
- Participates in development, review, revision and implementation of policies and procedures for the Clinics and the Department of Nursing.
- Provides guidance, counseling advice to supervising nurses on techniques of staff supervision, patient care planning, problem solving, policies, and methods of performing Nursing services.
- Determines need for in-service training to improve level of care provided, and assist in-service education in designing training courses.
- Plans and implements an orientation program and staff development program for staff, including teaching in these programs.
- Evaluates employees directly under their supervision and conducts evaluation conferences.
- Serves as a member of the unit based Performance Improvement Program and is accountable for the planning, implementing, monitoring, and evaluating of the Performance Improvement Program.
- Participates in preparation of the budget that allows for adequate personnel, supplies, equipment and physical facilities within the unit.

#### **QUALIFICATIONS:**

- A license to practice as a Registered Nurse issued by the California Board of Registered Nursing.
- Must have three years of clinical nursing experience within the last 5 years- two years in the full-time supervision of registered nurses
- Must be current and reachable on the Nurse Manager Certification List or currently hold the DHS item of Nurse Manager
- Current or recent (within the last 2-3 years) experience in Pediatric or Neonatal Intensive Care Unit.

#### **PREFERRED QUALIFICATIONS:**

- Current certification as a Critical Care Registered Nurse (CCRN) or equivalent.

If you are interested, please submit a cover letter, copy of your resume, performance evaluation and your attendance documentation for the past two years to:

Joy Bostic, RN ([jbostic@dhs.lacounty.gov](mailto:jbostic@dhs.lacounty.gov))  
Nurse Recruitment and Retention Center

**Harbor-UCLA Medical Center  
1000 West Carson Street, Main Unit-Room 1L2  
Torrance, CA 90509  
Phone: (310) 222-2512  
Fax: (310) 787-0065  
Deadline to respond June 30, 2013**

EOE/Posted 12/31/2013

**THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION**